

## Adding Images

Adding photos to your eGov website is an easy process. This guide will provide you with the steps to successfully add photos to your website's **Image Gallery**. There are **two ways** you can upload photos: **one at a time** (single upload) or **in bulk** (batch processing).

### Logging In

#### Log In to the eGov Manager:

To add photos to your website's Image Gallery within the eGov Manager, you will first need to log in. Simply add **/manager** to the end of your website's URL. The URL you see below will lead you to where you can sign in to your eGov Manager. Please note: the URL below is a sample.

**eGov Manager:** <http://websiteaddresshere.com/manager>

### Important Information About the Image Gallery

Before we dive in, there are some things you will need to understand about using the Image Gallery.

**Resizing Images:** Prior to uploading your images, you should resize them to a web appropriate size so it does not take too long for some internet connections to load. Images that will span the full width of the website can be larger, but as a general rule try to make them **no more than 915 pixels wide**. Once the image is uploaded you can resize when you add it to content or structure pages if you are using **Firefox** (steps for this process are found later in this guide). To resize your images **prior** to upload, you can use a simple photo editor such as Paint, Microsoft Photo Editor, Paint.net, etc.

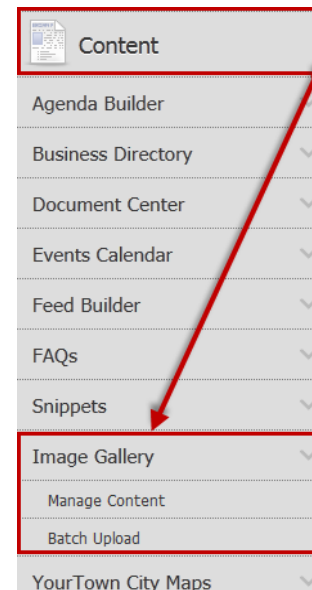
**Utilizing Slideshows or Rotating Header Images:** If you are adding images to the rotating header on the homepage, please see those specific instructions and template provided separately.

### Adding Images to the Image Gallery – Single Upload

1. To begin adding users to your website, click **Content**, which is located on the left side of your screen in Manager's sidebar.

The menu will expand, providing you with multiple options.

2. Locate **Image Gallery** and click to further expand the list.
3. Click **Manage Content**.

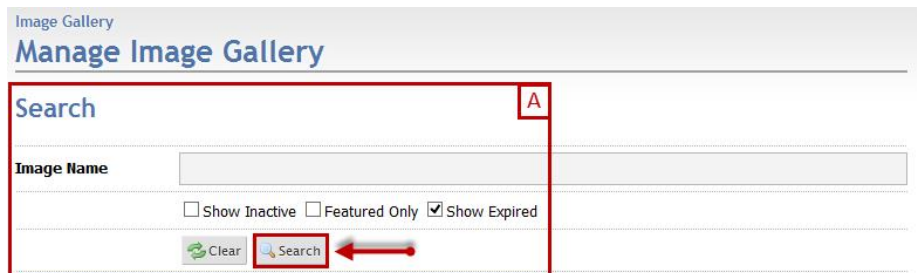


Before you begin uploading your images, it is a good idea to create a directory. **A best practice is creating a directory for each Department**, so be sure your Department has its own separate folder.

If a directory has already been created, or there have been photos previously uploaded to the gallery, you will see them here. First, let's go over the items you see on the **Manage Image Gallery** page.

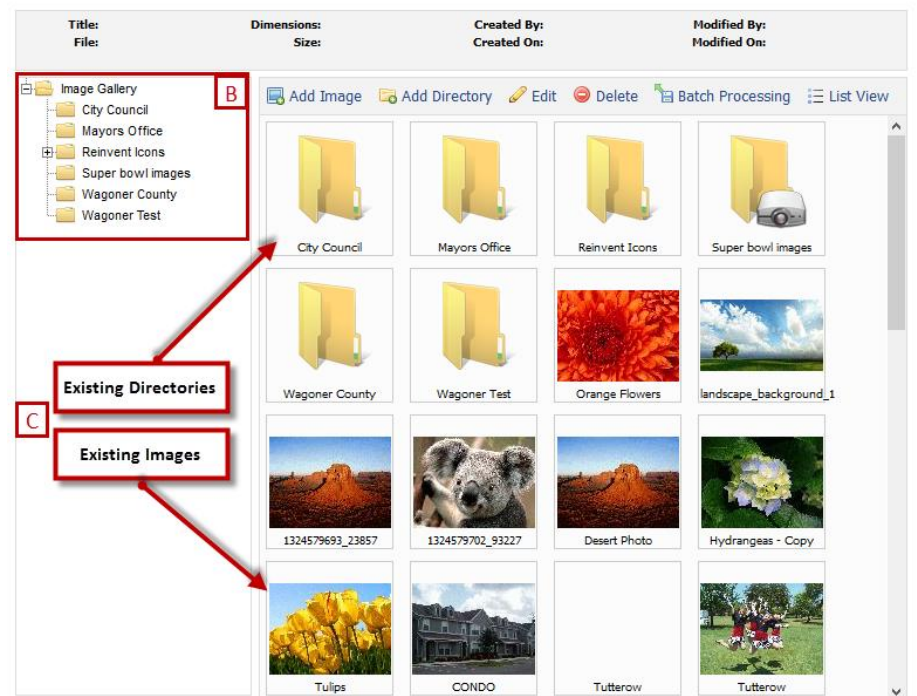
**A. Search:**

You can search through the entire Image Gallery by typing in an image name into the **text box**. Select the appropriate box next to **Show Inactive**, **Featured Only**, and **Show Expired** (note, this is checked by default). Click **Search** to find the specific image.



**B. Directory Listing:**

The folders listed here are the various directories (or folders) that have been created to house images added to the gallery.

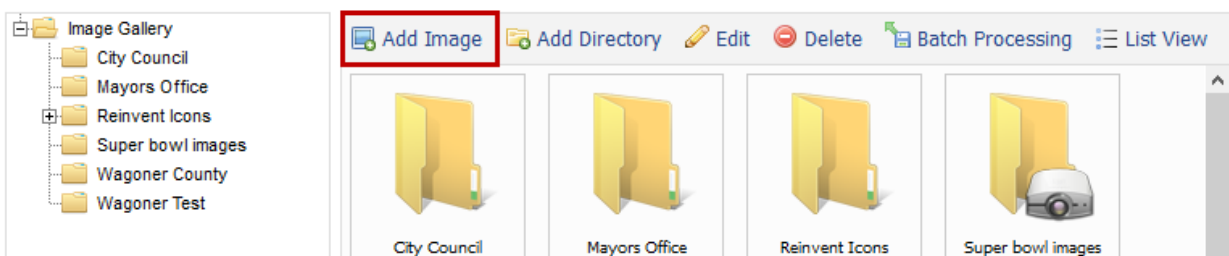


**C. Existing Items:**

The folders and images you see here are items that have been added previously.

To begin adding images one at a time to the gallery, you can begin one of two ways: by clicking **Add Image**, or **double clicking a directory folder** that has already been established to **directly upload to that folder**.

**1. Click Add Image.**



2. Type in the **Image Name**. It is suggested to use a name that is easily searchable.
3. For **Featured**, you can leave **No** selected (**by default**).
4. Although it is not required, you can add information about the photo in the blank **Description** box.
5. Select the appropriate **Directory**. For this part of the guide, we will stick with the main Image Gallery.

General Edit Social Media & Alerts

### General

**Image Name** \* Beach Sunset

**Featured** \* ☐ Yes ☒ No

**Description** Photo of a beach sunset.

**Directory** \* Image Gallery

Next, you will add the image. For the Preview, you can leave this option alone for now as it will update once the photo has been uploaded to the gallery.

You can either **drag and drop** your images, or use the **Browse/Upload** buttons.

Preview Thumbnail Preview Change Image

**Image**

Browse Upload Clear

Count of files: 0 (0 B)

Drag and Drop Images here.

Cancel Reset Save & Continue

If your image was selected or dropped correctly, you will see the image's file name displayed.

Browse Upload Clear

Captiva Sunset.jpg 0% 204 KB

Count of files: 1 (204 KB)

6. Click **Upload** to officially add your photo to the Image Gallery.
7. Click **Save & Continue** to finalize your upload.

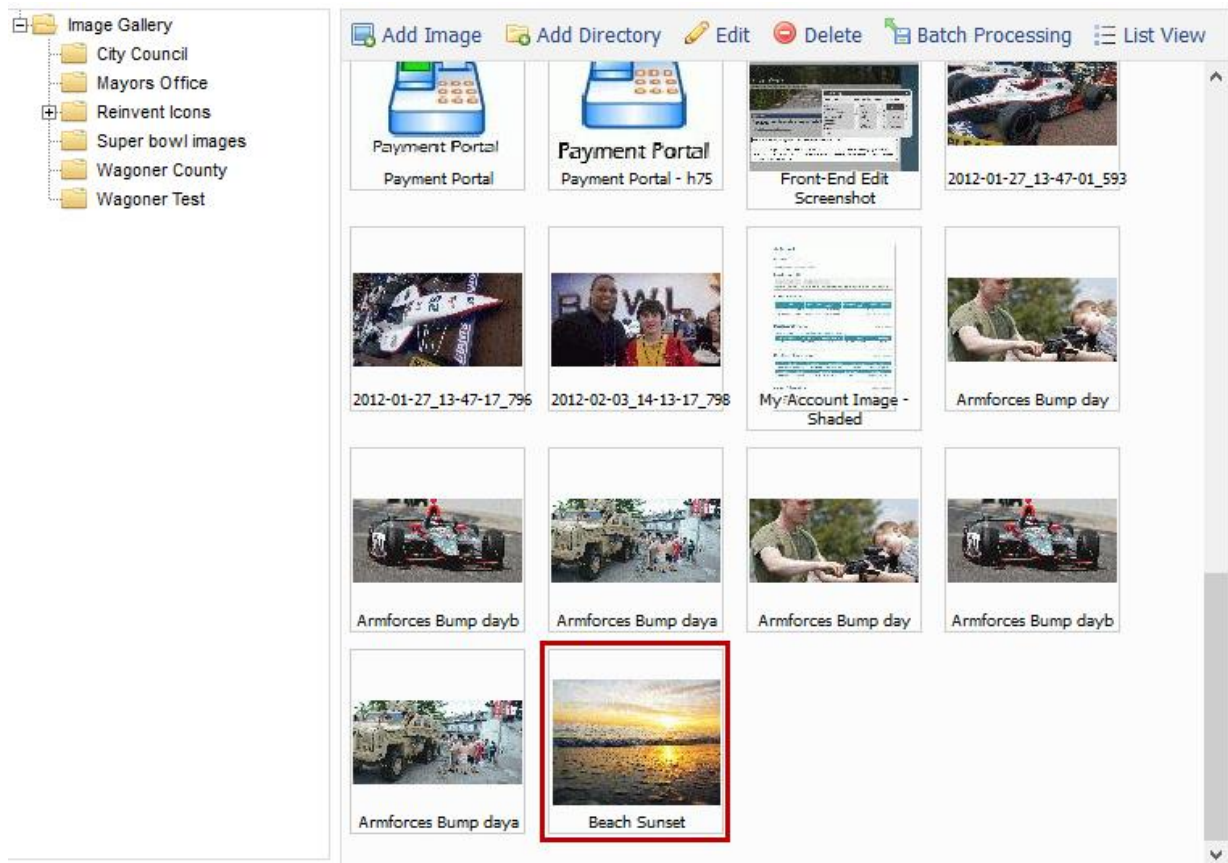
Preview

Change Image

Cancel Reset Save & Continue

After you have clicked **Save & Continue**, you will then be taken back to the **Manage Content** section of your **Image Gallery**. Depending on the number of images available, you may have to scroll through to confirm your image was uploaded to the gallery.

The photo that was uploaded is now shown below, outlined in **red**.



Remember how we mentioned you can upload directly by double-clicking an already established directory folder? Here are the only differences to the instructions above:

1. To directly upload a photo to a specific folder or directory, you can begin by **double-clicking the desired folder**.
2. The gallery will refresh and display items in the folder you selected.
3. **Follow the same process** as you did for uploading a single image.

Now that you know how to upload a photo one at a time, let's take a look at uploading photos in bulk via **Batch Upload**.

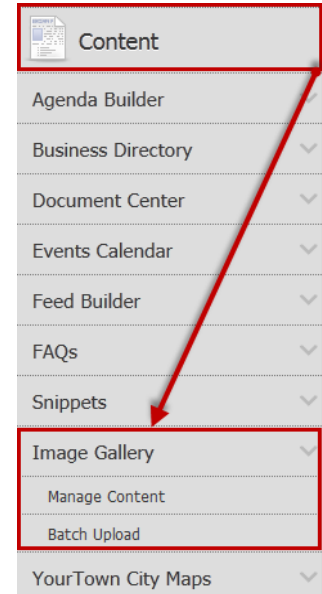
## Adding Images to the Image Gallery in Bulk (Batch Uploading)

Adding images in bulk to your Image Gallery will follow many of the same steps above.

1. To begin adding users to your website, click **Content**, which is located on the left side of your screen in Manager's sidebar.

The menu will expand, providing you with multiple options.

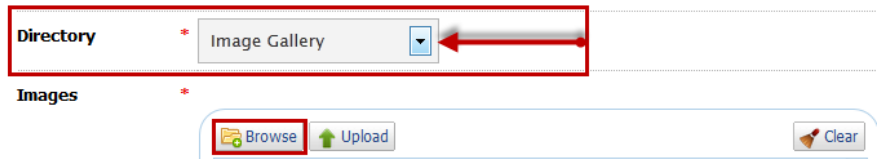
2. Locate **Image Gallery** and click to further expand the list.
3. Click **Batch Upload**.



When you begin to batch upload your images, there are directions included on the page for your convenience. Here is a step-by-step walk through of the process.

4. To begin uploading, select the appropriate **Directory** from the drop-down menu.

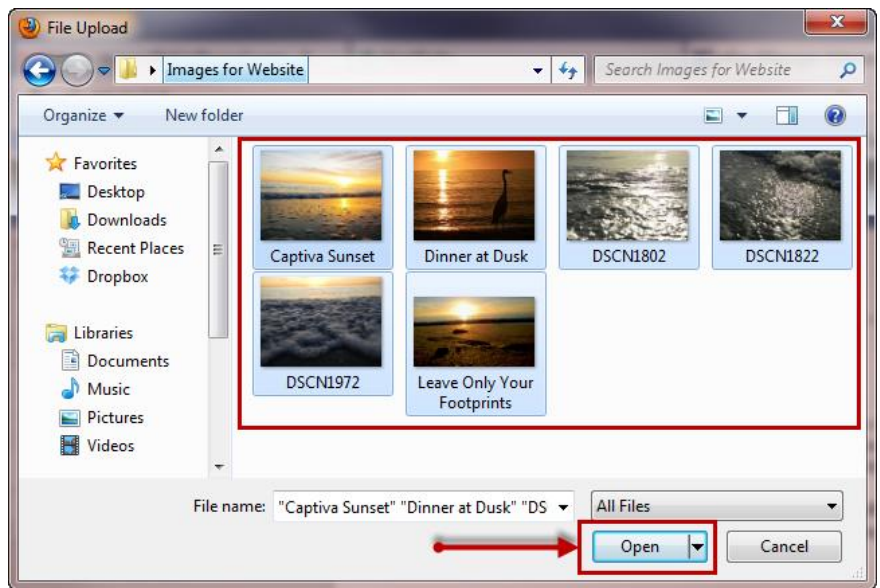
### Upload Images



5. Click **Browse** to find your photos.

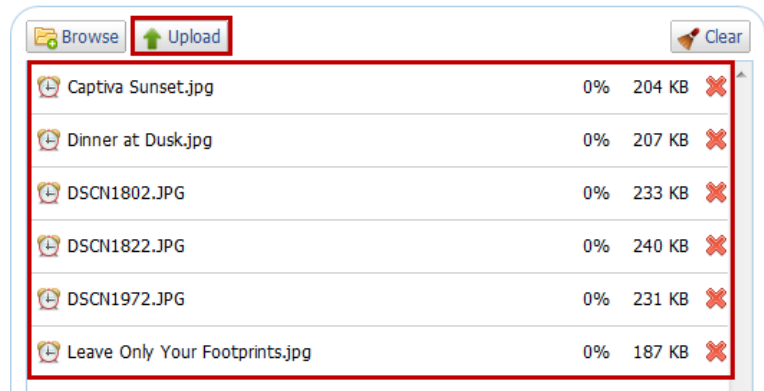
6. Once you have located your photos, select the ones you wish to upload.

7. When you have made your selection(s), click **Open** or **OK** (depending on the browser). Using Firefox, click **Open**.

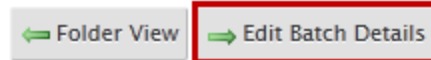


If your image was selected or dropped correctly, you will see the image's file name displayed.

8. Click **Upload** to officially add your photo to the Image Gallery.



9. Click **Edit Batch Details** to continue your upload.



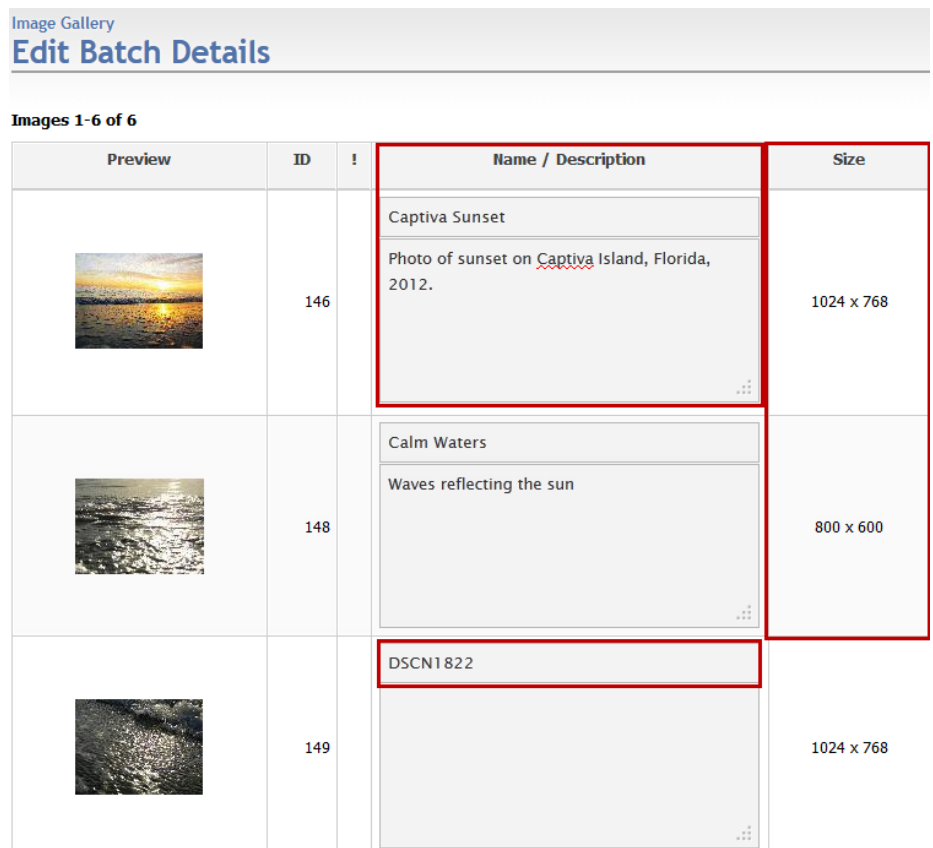
You will notice some of the file names are generic. Once you click Edit Batch Details, you are given the opportunity to rename the images and add a description (recommended but not required).

10. **Update** file names and add descriptions as necessary.

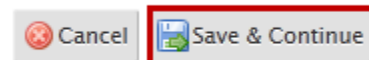
Earlier in this guide, we mentioned resizing images appropriately. You'll notice on the **screenshot** that two of the three images are quite large (outlined in **red** on the right).

You can continue on with the upload and worry about this later.

Remember, **once the image is uploaded you can resize it while you add it to Content or Structure pages if you are using Firefox** – there are steps included later in the guide for this process.



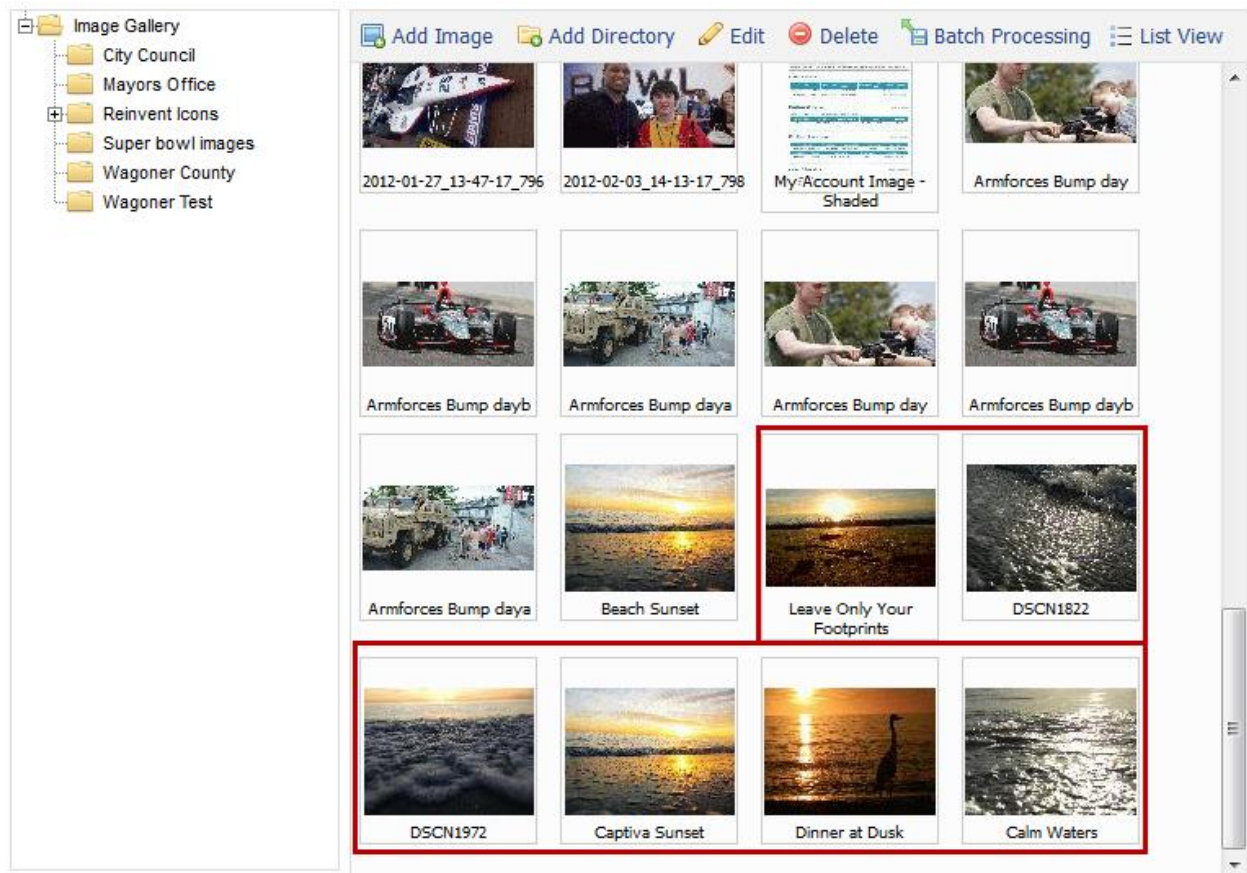
11. Once you have made your changes, click **Save & Continue**.





After you have clicked **Save & Continue**, you will then be taken back to the **Manage Content** section of your **Image Gallery**. Depending on the number of images available, you may have to scroll through to confirm your images were uploaded to the gallery.

The photos that were uploaded is now shown below, outlined in **red**.



Your bulk upload of images is now complete and your photos are resting in the **Image Gallery**.

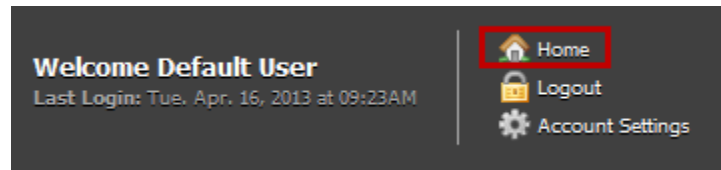
Next, we will take a look at inserting these new images into your **Content** or **Structure** Pages within the **eGov Manager**.

## Inserting Images into Structure or Content Pages (and Resizing Images)

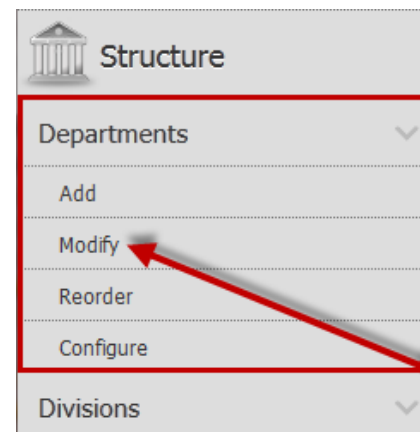
To begin using your recently uploaded photos, go to one of your Structure pages to begin adding them. **Please note** that the process will be similar when adding images to a Department, Topic, Subtopic, Category or Subcategory page.

For this guide, we will add these photos to the **Parks & Recreation Department** page.

1. To begin, go to your **eGov Manager Home page** by clicking **Home** in the upper right corner of your screen.



2. Click **Departments** under **Structure** to expand the list, then click **Modify**.

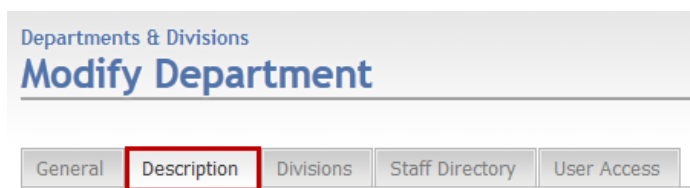


3. Once you locate your Department in the list, click **Edit**.

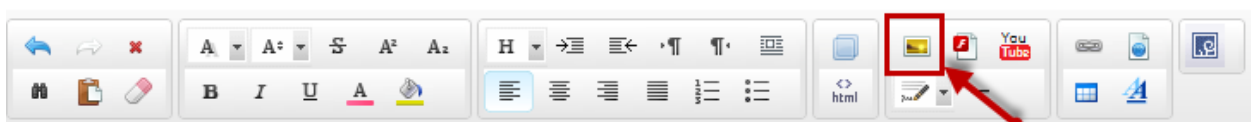
Departments 1-24 of 24

Edit	Delete	Copy	Status	F	ID	Order By	Department	Created On	By	Modified On	By
			Active	No	42	2	eGov Manager Demo Home	08/03/12	DU	04/15/13 12:22	TW
			Active	No	2	3	Mayor's Office	12/24/10	DU	04/16/13 08:40	SA
			Active	No	9	8	Parks & Recreation	08/03/11		11/15/12 10:19	TW

4. Click the **Description** tab to begin adding your images.



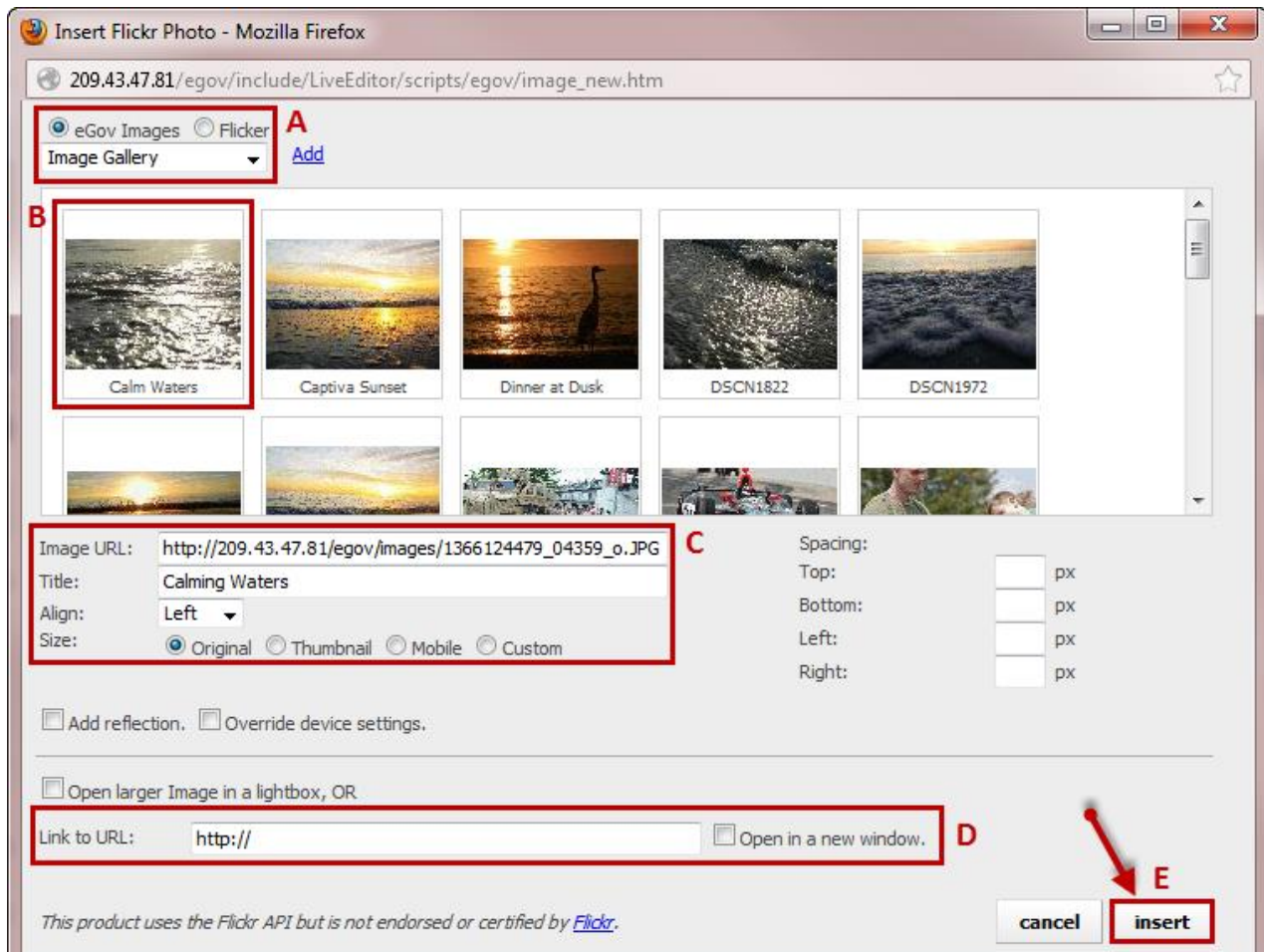
5. Click the **Image button** to insert your photo. This is normally located on **the top row of icons next to the Full Description** section of the **Description** tab.





Once you click the **Image button**, a pop-up will appear, prompting you to choose your image and enter information. Most of the information is not required to add the photo to the Content area.

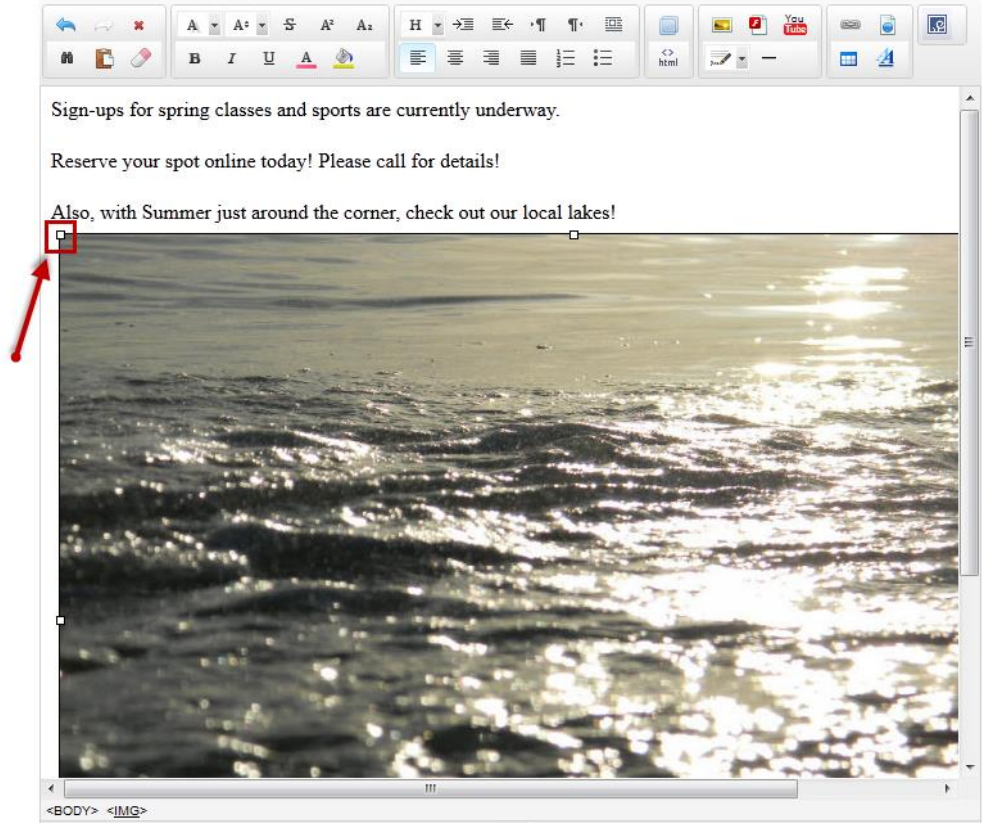
6. See below the screenshot for a more in-depth explanation of the outlined pieces.



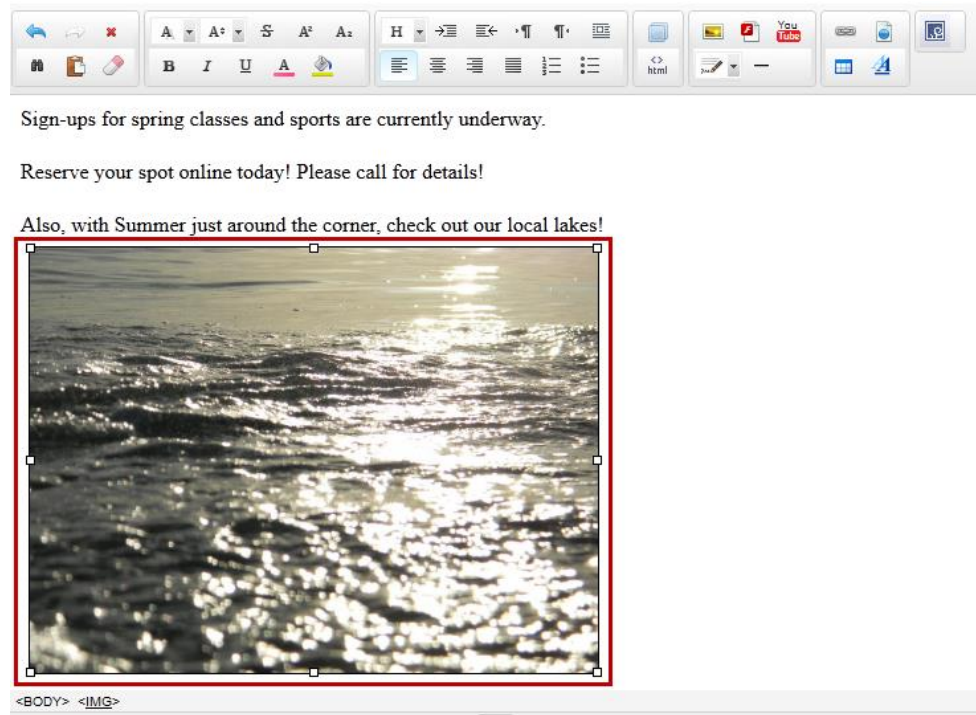
- A. This is the folder where the image is located. **Click the down arrow to access the drop-down menu of Image Directories.**
- B. Simply **click the photo** you wish to select – we chose “**Calm Waters**” as the photo to upload to the **Content** area.
- C. **Image URL:** this will automatically be updated for you once you select your image;  
**Title:** Add a title for the photo here. It does not need to be the same as the file’s name;  
**Align:** Choose the alignment of your photo (either Left or Right); and  
**Size:** Select the appropriate size for the photo. In most cases, you will leave **Original** selected.
- D. **Optional: Add a URL** to the photo if you want to send users to another area of the site or to another website.
- E. Finish up by clicking **Insert** to add your image to the **Content Area**.

- Depending on the size of the photo, you may need to consider resizing. In the example below, it is obvious this photo needs to be resized. Simply **click the photo** (to select) and **grab one of the corners** (pointed out in the shot below) to adjust the size of the photo.

**Before Resizing:**



**After Resizing:**

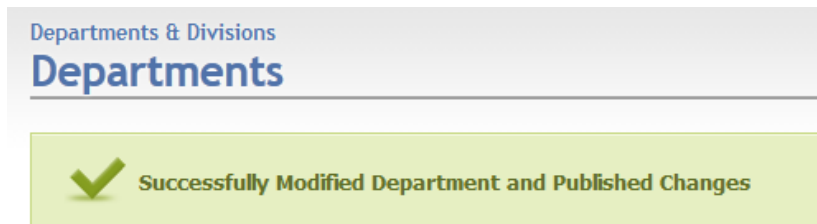


- Click **Save & Continue** when finished.



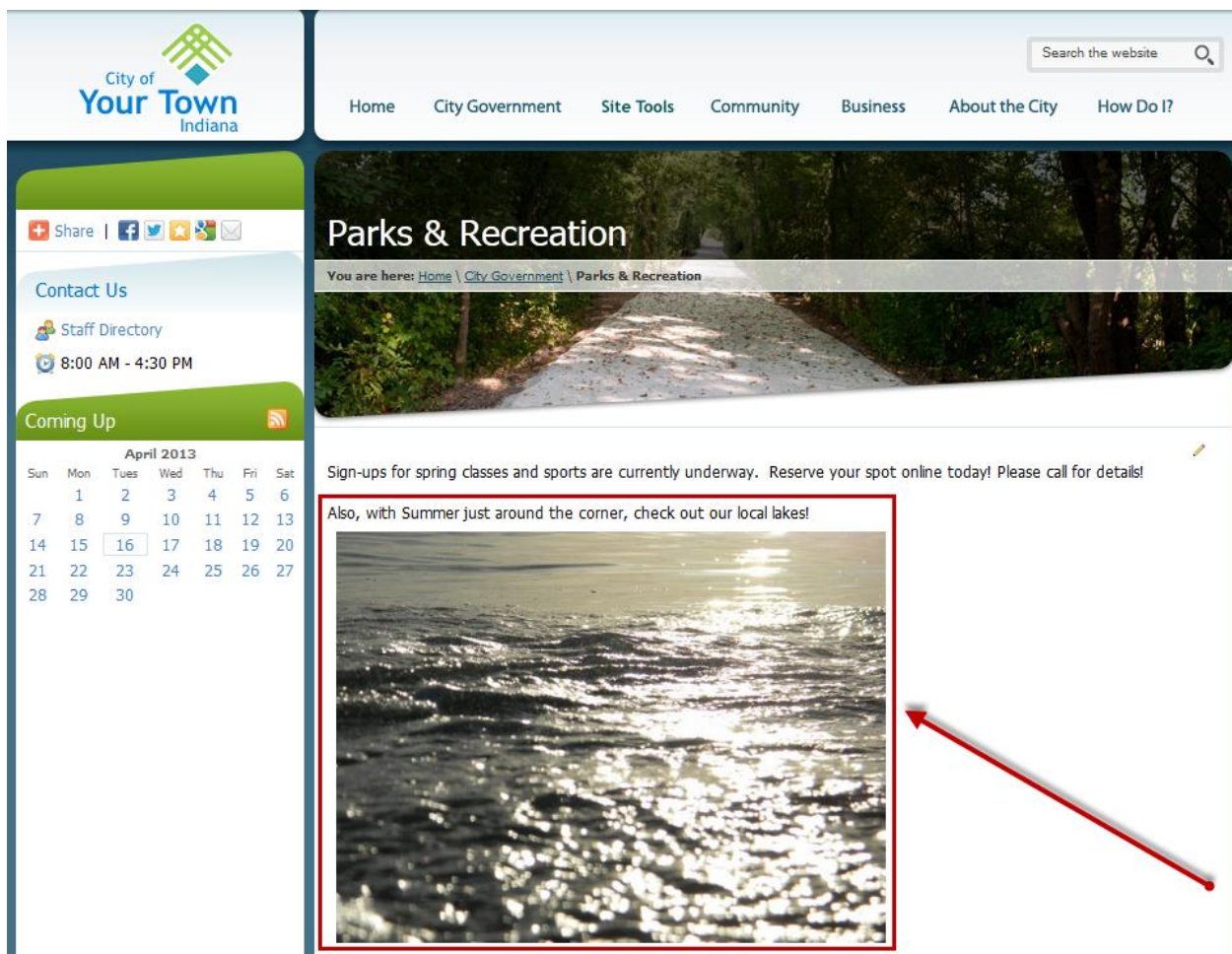
Once you have saved your changes, you will be taken back to the Modify Departments page.

You will see this message displayed if you have successfully saved your changes:



Now, let's check out the inserted image on the public-facing side of the website.

Begin by going to your website and locating the Department where you added your image. For this guide, we added the image to **Parks and Recreation**, so we will go to that Department's page.



You will see your photo added in the Content Area if it was added successfully.

Congratulations! You now know how to add and manage images within the eGov Manager Image Gallery. If you have questions or need additional assistance, please email our Support team: [support@egovstrategies.com](mailto:support@egovstrategies.com).